

MEMORANDUM FOR: Deputy Director (Support)  
Deputy Director (Intelligence)  
Deputy Director (Plans)  
Cable Secretary

SUBJECT: Proposed Survey of Cable Distribution,  
Logging, Reference and Copy Retention  
Requirements

1. Last fall, the Management Staff undertook a study in the Signal Center to assist in the establishment of procedures for providing vital document protection to current cable traffic. During the course of this study, it was observed that the Signal Center was maintaining, on a permanent basis, a complete file of all CIA cables to serve the long term reference requirements of authorized users. It was also learned that RI had begun in 1951 to maintain copies of all cables to and from DD/P offices, except for a few bearing sensitive indicators. Since many of the action and information addressees were also retaining their copies on a long term basis it appeared to the Management Staff analysts that appreciable savings in equipment, space, and maintenance costs might be realized by consolidating these long term cable reference services.

2. Accordingly, it was proposed that further study be made to determine whether consolidation would be practical. The proposed study would cover the Signal Center, the Office of the Cable Secretariat, RI, DD/P Area Divisions, SSD and other representative offices of the DD/I and DD/S. The Director of Communications and the Cable Secretary concurred in this proposal to the extent of determining the practicality of consolidating long term cable reference services. However, it seems appropriate that the study should cover also such other related matters as are included on the attached project sheet.

3. If you agree that this study should be undertaken, please so indicate by signing and returning a copy of the project sheet. In the event you do not concur or desire to modify the proposal, let me have your comments.

Distribution:

2 - Addressees  
2 - MS

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